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STANDARD FORM NO. 64

Approved For Release 2000/04/14 : CIA RDP78-03568A000300080016-3

Office Memorandum • UNITED STATES GOVERNMENT

CONFIDENTIAL

TO : Chief, Organization and Methods Service

DATE: 5 June 1952

FROM : Special Asst. to the DD/A [REDACTED]

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SUBJECT: Table of Organization

1. Confirming telephone conversation of this date, it is requested that a temporary T/O be established for the office of the Chief, [REDACTED] Support Command, containing the following grades:

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adm. officer
Unvaunched (Chief) - GS-17 65301-100
adm. off. (Deputy Chief) - GS-16 65301-101
 Adm. Asst. - GS-9 65301-102

2. As I informed you, I discussed with [REDACTED] the matter of the promotion of [REDACTED] who is being designated to fill the Deputy Chief position indicated above. [REDACTED] stated that he would approve the promotion of [REDACTED] to GS-16 upon the establishment of this position. I will initiate action to that effect upon receipt of the above recommended T/O.

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3. The DD/A recently approved for personnel procurement purposes a number of additional grades for each of the administrative offices of this Agency to enable immediate recruiting, and to provide placement positions for individuals to be assigned to the [REDACTED] Support Command. As my office was not included in this authorization, the above temporary T/O will constitute an interim authorization to enable me to obtain and place my deputy and administrative assistant.

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*Concur**Concur*
Wage & Classification

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Verbal [REDACTED] 6/6/52~~CONFIDENTIAL~~*Verbal* [REDACTED] 6/9/52

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